



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support
Bureau of Welfare Initiatives

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
FSET Administrative and Provider Agencies
Child Care Coordinators
W-2 Agencies**

BWI OPERATIONS MEMO

No.: 99-25

File: 1199

Date: 03/24/99

Non W-2 [X] W-2 [X] CC [X]

PRIORITY: Medium

**FROM: Stephen M. Dow
Program Implementation Team
Policy Analysis and Program Implementation Section**

**SUBJECT: 1. OFFICE VISION ELECTRONIC MAIL
2. DES ADMINISTRATOR'S MEMOS AVAILABLE ON-LINE**

CROSS REFERENCE: DES Administrator's Memo 98-21

EFFECTIVE DATE: Office Vision shut down is 07/01/99.

SPECIAL NOTE

The "Office Vision" discussed in this memo is not the "Office Vision" software Child Support offices use for KIDS document generation.

OFFICE VISION SHUT DOWN

The Office Vision (OV) mainframe email system will not be available beginning July 1, 1999.

Many DWD partner agencies use the OV mainframe email to correspond with KIDS and CARES help desks, other state staff, other local agencies and personnel. Beginning July 1, 1999, it will be up to each agency to select and implement an alternative e-mail replacement.

Because there is no automated method to transfer e-mail messages from OV to your new mail system, we offer these 3 options to retain messages you wish saved from OV:

1. Print the email message from the old system and retain the hard copy.
2. Forward the message to another email system before the end of June.

For example, the messages could be sent to oneself on your new system if both mailboxes are available for a period of time. Or, they could be sent to someone on another email system who could later send them back to you into your new email.

3. Copy the messages to another electronic medium (WordPerfect or MS WORD, for example).

Who to Contact

If you have any questions or concerns about your email and OV, contact your DES Regional Systems Integrator listed below:

<u>Region(s)</u>	<u>Coordinator</u>	<u>Phone</u>
Green Bay	John Boles	608-266-0022
Eau Claire	Kathy Guess	608-261-0704
Madison	Kathy Guess	608-261-0704
Waukesha	Kathy Guess	608-261-0704
Milwaukee	Gary Olsen	608-267-4425
Ashland	Andrea Reid	608-266-7192
Rhineland	Barb Rothwell	608-264-9856

DES ADMINISTRATOR'S MEMOS AVAILABLE ON-LINE

The DES Administrator's Memo Series are now accessible through the Intranet. Access is through the DES Home Page at <http://workweb.dwd.state.wi.us/des/default.htm>.

At that site you will find a link to the Memos. You may view the Memos by number, type, issue date, disposal date, subject, and recipients.

For further information about the Intranet, see DES Administrator's Memo 98-21.

CONTACTS

If you have questions or concerns regarding the site, please contact Stephanie Kietch at 608-267-2932.